

ACL TBI State Partnership Program Partner/Mentor State Funding Opportunities

Frequently Asked Questions

What are grantees expected to do?

All grantees who receive the Mentor or Partner State Grants are expected to:

- Provide the required 2:1 state match
- Support a state TBI advisory board
- Provide dedicated staff (1.0 FTE for the Mentor State Grants and .5 FTE for the Partner State Grants)
- Create an annual TBI state plan
- Create and/or expand their state's TBI registry
- Work to expand and strengthen their state's capacity to provide access to comprehensive and coordinated services for individuals with TBIs and their families
- Work with the states with which they are partnered
- Create and implement a program sustainability plan
- Submit performance reporting
- Attend an annual conference

Additionally, Mentor State grantees must agree to work with designated Partner State grantees and with other Mentor State grantees and ACL to improve national coordination of and collaboration around TBI services and supports (Mentor FOA, Page 3-4).

One of these efforts is the TBI Workforce Training Development. Mentor State grantees will work collaboratively with other Mentor State Grantees and the TBI Coordinating Center to review existing curricula and training materials from previous grant cycles, identify gaps, develop new training materials, and use these resources to create a national, culturally competent, person-centered professional development training infrastructure for TBI service professionals

What activities are permitted outside of the required activities?

- "Applicants should...use remaining funds for other activities that strengthen a system of service and supports that maximizes the independence, well-being, and health of persons with TBIs across the lifespan." Illustrative and not exhaustive examples include:
 - Hosting trainings for service professionals in the state who are working with people with TBIs
 - Providing training for people with TBIs on areas of interest, such as employment, advocacy, independent living skills, peer support, TBI self-management, health promotion, or cross disability systems change

- Screening people for TBIs
- Providing information and referral services
- Providing resource facilitation
- Establishing/enhancing a TBI Home and Community-Based Services (HCBS) waiver within the state
- Performing a needs and resources assessment for specific populations
- Hosting or presenting at conferences
- Establishing/Enhancing a peer or family mentorship program or support groups (Mentor FOA, Page 8-9; Partner FOA Page 7)

How does the match work?

Grantees “must agree to make available non-federal contributions in an amount that is not less than \$1 for each \$2 of federal funds provided under the grant” (Mentor FOA, Page 12; Partner FOA, Page 10). This match (in accordance with § 1252(c) of the Public Health Service Act) can be looked at as 1/3 of the total budget. For example, if ACL were to award \$150,000, your state would need to provide at least \$75,000, bringing the total project budget to \$225,000. The match may not come from other federal funds.

“There are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants or other project partners (e.g., nonprofits, faith groups, businesses, foundations, TBI trust funds, etc.) are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third-party) donations” (Mentor FOA, Page 12; Partner FOA; Page 10).

Does the grant manager need to be a state employee? Can multiple employees comprise the FTE?

Applicants will need to determine if their staffing plan includes “a minimum of one staff person within the awarded state agency at 100% FTE (50% for Partner FOA) to operate the program” (Mentor FOA, Page 19; Partner FOA, Page 17). This staff time can be included as a part of the state match.

Applicants will also want to review the difference between program staff and sub-contractors. “Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services” (Mentor FOA, Page 36; Partner FOA, Page 33-34).

Do grant applicants need to pre-identify Mentor and/or Partner states to work with? How will ACL assign Mentor State/Partner State mentoring relationships?

No, the FOA does not ask states to pre-identify other states they would like to work with and does not specify how states will be matched. Mentor State applicants are asked to identify “how they will offer technical assistance and mentoring to designated Partner State Grantees” and to describe “one or more areas of expertise” (Mentor FOA, Page 7). Partner State applicants are asked to “describe how the lead state agency will work with designated Mentor State Grantees” and “propose any topical areas where your state has a particular area of need” (Partner FOA, Page 16-17).

However, if you would like to mention any particular states, there is nothing in the FOA that would disallow that. We cannot make any guarantees about if those states would be funded or, if funded, would be matched with your state. Each application will undergo an independent review.

Will ACL assign Mentor States and Partner States to communities of practice? Will states be able to pick their community of practice?

Yes, the FOA does not explicitly state how communities of practice will be assigned, but does state that Mentor State Grant “applicants should also describe how they will lead at least one community of practice or learning community and in what areas of expertise they could best work” (Mentor FOA, Page 7).

The Partner FOA states “Partner State Grantees will be required to participate in at least one community of practice or learning community. Propose any topical areas where your state has a particular area of need (e.g., TBI in the juvenile justice system, TBI screening and assessment)” (Partner FOA, Page 17).

Do Mentor States have to be previous or current Federal TBI Program grantees?

No, the FOA does not state that Mentor States need to be previous or current TBI program grantees. The FOA does describe Mentor States as “more established states” (Executive Summary, Page 1) while Partner States will get funding for “for building and enhancing basic infrastructure” (Executive Summary, Page 1).

What does ACL mean by establishing/enhancing a registry?

“ACL believes that this existing infrastructure is a valuable method of connecting people with TBIs to available services and supports. Applicants should discuss how they will collaborate with

any existing TBI registries in their states and work to better connect individuals to person-centered services” (Mentor FOA, Page 7; Partner FOA, Page 6). That is the primary goal for these registries.

Applicants may also incorporate surveillance, identification, and follow-up data collection, but are not required to do so for this purpose. “Applicants should describe how they will work to broaden the registries’ impact – for example, working with the existing infrastructure to expand the referral sources (i.e., beyond trauma care or emergency room visits to include primary care physician visits, Vocational Rehabilitation, justice systems, etc.)” (Mentor FOA, Page 7; Partner FOA, Page 6). This goal looks at collaboration and coordination across systems that touch people with TBI, another important element of this program. A “registry” may be called by different terminology as long as it accomplishes these goals. There is no requirement to create or invest in specific information technology infrastructure for this purpose. As with all sections, “please note any barriers you anticipate encountering” in this program activity” (Mentor FOA, Page 16; Partner FOA, Page 15).

What should be submitted for a complete package?

- ☐ Project Narrative (no more than 25/15 pages)
- ☐ SF 424 – Application for Federal Assistance (Form)
- ☐ SF 424A – Budget Information (Form)
- ☐ Budget Narrative/Justification (Sample template included – can use different format)
- ☐ SF 424B – Assurances (Form)
- ☐ Lobbying Certification, if applicable (Form)
- ☐ Copy of most recent indirect cost agreement, if applicable (Form)
- ☐ Workplan template (Sample template – can use different format)
- ☐ Vitae for Key Project Personnel (no template, to be added by applicant as appropriate)
- ☐ Letters of Commitment from Key Partners, if applicable (no template, to be added by applicant as appropriate)
- ☐ Performance Measures (for reference only. Nothing needs to be completed on this)